

Application Guidance for Lead-Based Paint Abatement Supervisors

To apply for US Environmental Protection Agency (EPA) certification as an Abatement Supervisor, you need:

- EPA Application for Individuals to Conduct Lead-Based Paint Activities
- Fee Sheet

AVOID MISTAKES - FOLLOW THESE STEPS

- < You need two envelopes. They go to two different places.
 - Mail required fees (check or money order) to:
US Environmental Protection Agency
Washington Financial Management Center
Lead Program User Fees
PO Box 360277M
Pittsburgh, PA 15251
 - Ensure name, social security number and discipline for which you are applying is indicated on check or money order.
 - Mail the application with a photocopy of the check or money order to:
US Environmental Protection Agency
OPPTS/Lead-Based Paint Activities Certification Request
Ariel Rios Building
1200 Pennsylvania Avenue, N.W.
Mail Code: 7404 Room 845 North Tower
Washington, D.C. 20460
- < You must fill out the application completely and correctly. Call 1-800-424-LEAD if you need assistance. If you leave out required information, the application will be sent back to you.
- < Use black or blue ink. Do not use a pencil.
- < Payment of \$470 (certification fee) + \$70 (exam fee) must be sent in the first time you apply to EPA for certification as an Abatement Supervisor. If you will work in more than one State, US Territory or Tribal Area, you must pay \$35 for each additional jurisdiction.
- < Under Areas/Regions, list each State, US Territory or Tribal Area where you wish to work.
- < Send a copy of the course completion certificate for each state-approved or EPA-accredited lead-based paint Abatement Supervisor training course.

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- < Send a copy of your state certificate and license if you are currently certified and licensed as an Abatement Supervisor in an approved state. The certification and license must be valid at the time of application to EPA.
- < Send documentation that you have either:
 - at least one year of experience as a lead-based paint Abatement Worker; or
 - at least two years of experience in a related field, such as lead, asbestos, or environmental remediation work.
- < Documentation of education can be in the form of an academic transcript or diploma. Documentation of experience can be a resume, letter of reference, or other documentation of work experience. Documentation of professional certification can be a copy of the official document awarding your certification.
- < Individuals seeking EPA certification for Abatement Supervisor must take a certification exam which is administered by an independent, third-party examination company. EPA will notify you in writing when you are eligible to take the exam at which time you may register at a local exam center at your convenience. The examination fee is \$70 and may be paid up front with your certification fee.
- < Be advised that your course completion certificate serves as interim certification for six months or until EPA has either approved or disapproved your application. This interim certification expires six month after the date of issue of your course completion certificate. You are advised to apply to EPA for certification immediately after completing your course to allow for application processing time and to allow you time to arrange and take your certification exam.
- < Ensure the firm or organization that employs you is EPA-certified. All firms and organizations that perform or offer to perform lead-based paint inspection, risk assessment or abatement must be certified by EPA as set forth at 40 CFR 745.226(f). See certification guidance for firms/organizations.

**For more information, call the National Lead Information Center at
1-800-424-LEAD(5323)**